

## APPLICATION FOR ENROLMENT ON THE ECCLESIASTICAL PARISH OF HORSTED KEYNES ELECTORAL ROLL

I, (TITLE, Christian name(s) and surname) \_\_\_\_\_

declare that I am baptised and am a member of the Church of England or of a Church in Communion with it. I am aged sixteen years or over and am resident in the parish or have habitually attended public worship in the parish during the period of six months prior to enrolment. (Those who become 16 in the next twelve months may complete the form and become eligible to be entered on the roll on their sixteenth birthday.)

Full address: \_\_\_\_\_

\_\_\_\_\_ Postcode : \_\_\_\_\_

I declare that the above answers are true and I apply for inclusion on the church electoral roll of the parish.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Notes:

- 1 The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches.
- 2 Membership of the electoral roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.
- 3 If you have any problems with this Form, please approach the Electoral Roll Officer, FIONA PRICE, or a member of the clergy or lay people responsible for the parish, who will be pleased to help you.

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### DATA PROTECTION

Our data privacy policy is viewable in the church porch or on [www.stgileschurchhorstedkeynes.org.uk](http://www.stgileschurchhorstedkeynes.org.uk) (Select menu, information, then policies and procedures.) Additional information relating specifically to the Electoral Roll is shown over.

The information you provide above will be kept securely on computer as is allowed by law.

Although not included in the Electoral Roll the following information would help us in our parish administration and communication. It can be changed, deleted or reviewed by you on request.

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

The data may occasionally be used to inform me of parish news, events, activities and services. Please indicate whether, and how you would prefer to be contacted:

Email: Yes/No    Telephone: Yes/No    Post: Yes/No (Delete as appropriate)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**Place your completed form in the letterbox at the Martindale, or post to Fiona Price, 5 Lucas, Horsted Keynes, RH17 7BN.**

Additional copies of this form are available from the back of the church or from Fiona Price.

The form may also be down loaded from the church's website [www.stgileschurchhorstedkeynes.org.uk](http://www.stgileschurchhorstedkeynes.org.uk)

## DATA PRIVACY INFORMATION RELATING SPECIFICALLY TO THE ELECTORAL ROLL

### Who are we?

Horsted Keynes Parish Church Council is the data controller. Within the constraints of the law, it decides how your personal data is processed and for what purposes.

### Electoral Roll personal data

We use the personal data you provide on the electoral roll application form to enable us to manage, maintain and publish the electoral roll in accordance with Church Representation Rules (CRR) to:

- determine eligibility for attendance and participation at the Annual Parochial Church Meeting and for election of the Parochial Church Council, deanery, diocesan and general synods where applicable;
- calculate the number of representatives who may be elected to each of these synods in the following year;
- undertake a review and revision of the electoral roll as necessary; and
- publish your name and address, by exhibiting the roll in the parish church as specified by the CRR.

### What is the lawful basis for processing your personal data?

1. *Processing for the purpose of determining eligibility, creating the electoral roll and use of the roll to calculate numbers for election to synod is necessary for compliance with a legal obligation.* The process is a statutory requirement imposed by the CRR, which means you must give us this information if you want to be included on the electoral roll.
2. *Processing for the purpose of determining the eligibility and creating or revising the electoral roll is carried out in the course of our legitimate activities, as this relates solely to members of the Church of England in connection with its purposes.*
3. *Processing for the purpose of publishing the electoral roll relates to personal data which are manifestly made public by the data subject.* When you apply to have your name added to the church electoral roll, the automatic legal consequence as stated in the CRR, (Part I Formation of the Roll 1(8) and Revision of Roll and Preparation of New Roll 2(1), 1(3), and 2(7) is that your name address will be published, and by submitting your application form you are making that public.

### Sharing your personal data

Your personal data will be shared within the Ecclesiastical Parish and, as explained above, with the general public.

### How long do we keep your personal data?

We keep your enrolment personal data for 6 years after a complete review of the electoral roll unless you have reason for it to be amended or deleted.

### Further information and Contact Details

Please visit our website page: [www.stgileschurchhorstedkeynes.org.uk](http://www.stgileschurchhorstedkeynes.org.uk)